

17 September 1964

MEMORANDUM FOR: Director of Personnel

SUBJECT : Justification for Use of Machine Listing Reflecting  
Total Agency Strength Based on Personnel Actions

REFERENCE : Memorandum for C/MS from D/Pers, dated 31 Aug 1964,  
Subject as Above

1. The combined Agency Alpha listing is used by the Assessment and Evaluation Staff to verify and update the AES test record file which is maintained on magnetic tape. The list is also used to differentiate between persons having the same name and to establish the current status of previously tested employees on whom test records are later requested. At the present time, this list is invaluable as a cross reference in that the test records stored on magnetic tape are reviewed in groups of 600; however, other methods of obtaining the same information are being explored.

2. Members of this Staff whose job it is to record and verify any of the required information have authorized access to the listing. These persons are:

25X1A9a

3. If the combined Agency Alpha list were maintained in the Office of Personnel and information were only available by Red Line telephone service, it would be difficult for this Staff to obtain the required information since Red Line service is not available at the Brynhill Building.

JOHN R. TIETJEN, M.D.  
Chief, Medical Staff

25X1A9a

MS/SD/ :jv (16 Sept 64)

Rewritten: MS/JRT:mam

Distribution:

Orig & 1 - Addressee

1 - C/AES (w/cy ref)

2 - O-C/MS Files (w/cy ref & basic)

2 - SD/MS (w/orig ref & basic)

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